

MEMORANDUM FOR THE RECORD:

25 June 1954

SUBJECT: Proposed Notice Regarding Standardization of  
Filing Supplies

Prior to the release of the proposed notice and memorandum it was discussed with the following three Area Records Officers. [redacted] Security Office, [redacted] OCD, and [redacted] OSI. Their comments are as listed below:

Security Office - [redacted] seemed a little reluctant to be put in the position of having to make a decision on something ~~the~~ division chief wanted. He pointed out that if ~~the~~ division chief insisted on it he would have to go along, but we feel he ~~and~~ should be able to ~~govern the~~ <sup>control</sup> ~~many~~ <sup>requests of</sup> other employees obtaining heavy folders when they are not actually needed. [redacted] had no objection to the type of folder proposed.

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While this may be true, it was suggested that he could at least raise an objection and should STAT

OCD - [redacted] was in full agreement with the plan and the folder.

OSI - [redacted] felt that the plan would be satisfactory, but had some reservations about the folder. In one office particularly she had found that people were cutting standard ~~cut~~ folders to make the cuts desired. I asked her in any such instances if she wouldn't let us participate with her in discussing the problem with the supervisor as we certainly do not want anyone to feel it necessary to cut standard folders. If cuts are needed and can be justified they should be ordered.

